Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

NATIONAL WEATHER SERVICE INSTRUCTION 10-402
APRIL 22, 2004

Operations and Services
Fire Weather Services, NWSPD 10-4

FIRE WEATHER SERVICES ON-SITE SUPPORT

NOTICE: This publication is available at: http://www.nws.noaa.gov/directives/.

OPR: OS22 (D. Billingsley) **Certified by:** W/OS22 (J.Lee)
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SUMMARY OF REVISIONS: This instruction supercedes NWSI 10-402, dated July 2, 2003. The following revisions were made to this instruction:

1) Incident support section (1.0) modified to mimic policy on spot forecast support in 10-401, section 4.2.
2) Incident Meteorologists (IMETs) are no longer required to set-up FireRAWS in the event of shortage of technicians (section 3.1f, text deleted).
3) Rather than an absolute requirement for coordination calls when three IMETs are in a WFO's area of responsibility, the determination for IMET/WFO coordination is now left up to the associated Regional Headquarters and the Staff Meteorologist to the National Interagency Fire Center (section 3.2).
4) A statement was added to make sure IMETs send copies of forecasts, logs, etc., to the WFO in whose service area the fire was located in order to comply with records retention requirements (section 4.3).

Signed 4/13/04

Gregory A. Mandt Date
Director, Office of Climate,
Water, and Weather Services

Fire Weather Services On-Site Support

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A. IMET Taskbook A-1

1. Incident Support. On-site forecast service is a non-routine service available from WFOs with designated Incident Meteorologists (IMETs). The NWS will provide IMET services upon request of federal, state, tribal, or local government fire agencies in support of wildfires. This support typically includes dispatches to Incident Command Posts, but may also include dispatches to land management coordination and dispatch centers, and Area Commands.

IMET support will also be considered for non-wildfire situations if resources permit. Such uses will be limited to requests of federal fire agencies participating in the Interagency Agreement (NWS Instruction 10-406), and requests by a public safety official who represents such support as essential to public safety (see section 4.2 of 10-401).

1.1 Certification of IMETs. The NWS Regional Headquarters, through the local MICs, will designate as IMETs those persons qualified to provide on-site services in an Incident Command System using the All Hazards Meteorological Response System (AMRS). Training and certification requirements are listed under Instruction 10-405 (Fire Weather Services Training and Professional Development). The IMET must maintain proficiency in providing on-site forecast services and should participate in training conducted jointly by the NWS and the customers.

Regional program managers must ensure IMET meteorological support equipment familiarization is scheduled as needed and designated IMETs remain certified.

1.2 On-Site Services Equipment. The AMRS units, theodolite equipment (now using ATMU designation), and FireRAWS (Fire Remote Automated Weather Station) are the main pieces of equipment used by IMETs on deployment, and like the IMETs, considered national fire fighting resources. (ATMU acronym has been changed to Atmospheric Theodolite Meteorological Unit.) The AMRSs are used to provide a mobile platform for data collection and forecast preparation. The theodolite is used to take winds aloft measurements at the site. FireRAWS provides on-site meteorological observation capabilities for the incident, and are maintained and owned by the Bureau of Land Management's RAWS Depot at the National Interagency Fire Center (NIFC). FireRAWS are usually dispatched and configured at the fire site by land management agency technicians.

Only trained personnel will operate the AMRS, and AMRSs will only be dispatched to an incident when a certified IMET is requested. The Staff Meteorologist to the NIFC (SMN) in coordination with the Regional Program Managers will be responsible for positioning the AMRSs at various WFOs around the country.

The ATMUs (theodolites) are generally stored in interagency caches. Seasonal changes in the cache locations of the theodolites will be coordinated through Regional Headquarters and the SMN. Units may be pre-positioned to caches anywhere in the country as fire danger requires.

Configuration and management of AMRSs and ATMUs will reside with the National Fire Weather Program Manager (NFWPM) and the SMN in coordination with the Regional Program Managers.

Each Region will assign routine maintenance and restocking responsibility and property management for AMRSs and ATMUs to specific NWS offices. The MICs of these offices should ensure restocking and maintenance of the equipment is accomplished before the equipment is dispatched again. The SMN and NFWPM should ensure that caching agencies will allow access to cached ATMUs by NWS staff for the purpose of restocking, maintenance, and training.

The IMET Handbook contains current information on contact points for maintenance and repair of AMRSs and ATMUs.

1.3 Availability of IMETs. All Regions should ensure there are a sufficient number of trained IMETs to meet normal requests for on-site services. By March 1st of each year, the Regions will advise the appropriate land management agency dispatch center(s) and the SMN in Boise, ID, of the following:

a. Name and location of currently certified IMETs serving those states within the dispatch area.

b. A 24-hour telephone number where the agency dispatch center will be able to initiate the request for each IMET.

The Regions should also keep the SMN up-to-date on any changes in the status of certified IMETs.

The IMET should be prepared to serve on an incident in his or her area of responsibility, especially during the normal fire season. Availability of the IMET will be determined by the local MIC and the IMET. When an IMET knows in advance that he/she will be unavailable for reasons such as annual leave, station staffing shortages, or personal needs, the MIC and the IMET will note his/her unavailable status on the IMET non-availability roster. This roster will be posted on an internal NWS website. The SMN will ensure all IMETs are provided URL and other pertinent information for this site annually. This roster will be used by the SMN to determine IMET non-availability for dispatch when any office is unable to fill a request.

2. IMET Request and Dispatch. Request and dispatch of IMETs and equipment (AMRSs, ATMUs, and FireRAWS) should be accomplished through the National Resource Coordination System.

2.1 National Resource Coordination System. The components and functional roles of the major elements of the National Resource Coordination System as related to land management support consists of:

a. Incidents. Orders for all resources, including NWS assets, are generated at the incident and forwarded to the local dispatch center.

b. Dispatch Centers. Dispatch centers are responsible for providing logistical support to initial attack and project fires at the unit (Forest, Park, District, etc.) level. A dispatch center requests support from a Geographic Area Coordination Center (GACC) when resources on a unit are unavailable or are exhausted.

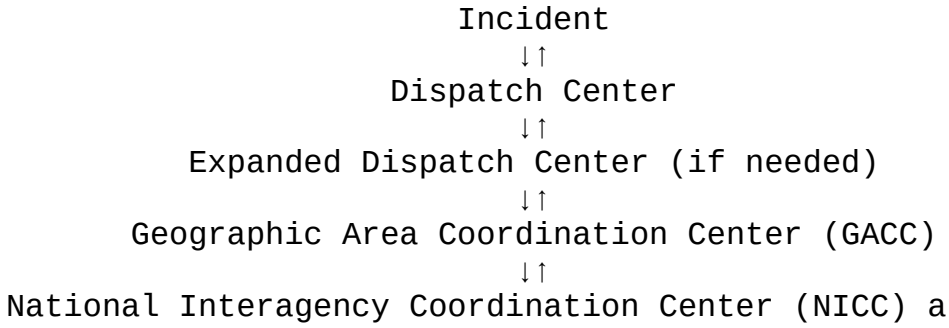
c. Expanded Dispatch. During periods of increased fire activity, an expanded dispatch center may be established to provide enhanced support to large or complex incidents.

d. Geographic Area Coordination Centers. GACCs act as focal points for internal and external requests not filled at the local dispatch centers. If the resource is not

available within their geographic area, the resource request is forwarded to the National Interagency Coordination Center (NICC) at Boise, ID.

e. National Interagency Coordination Center. NICC is responsible for coordinating movement of all resources between GACCs. NICC is located on the campus of NIFC.

Resource orders follow a systematic sequence, beginning at the incident and then flowing through the system as illustrated below. At the level where the order is filled, the flow reverses back to the incident.



2.2 Requests for IMETs from Land Management Agencies. Resource orders for an IMET in support of a wildland fire incident will follow a similar path to the one presented in 2.1 above. MICs are responsible for responding to all user agency requests for IMETs to support wildland fires within his/her area of responsibility. Hence, the MIC will either promptly dispatch his/her IMET or notify the dispatch center that he/she is unable to fill the order. If a dispatch center cannot fill the order locally, then dispatch procedures following the path described in 2.1 above are followed. The SMN will facilitate finding an IMET at the regional or national level.

If the NICC is at National Preparedness Level 4 or 5, then MICs will consult the SMN before dispatching any of his/her IMETs.

Requests for IMET/AMRS support to non-wildland fire events (e.g., insect eradication or seeding projects) are left to the discretion of the local MIC and appropriate Regional Headquarters. The SMN can be contacted if assistance is needed in filling these requests from outside the fire weather service area.

2.3 Requests for IMETs from Non-Land Management Agencies. Since IMETs, AMRSs, ATMUs, and FireRAWS are all national resources, requests from non-land management personnel (such as emergency managers in a HAZMAT incident) should be handled in a manner similar to the procedure described above. In the case of an emergency manager, the dispatch center may be a city, county, or state center. Requests may be received at the closest WFO. Since only a portion of the WFOs have IMETs, the WFO should coordinate with their Regional Headquarters and the Regions should coordinate with the SMN on these types of requests. If the closest WFO cannot fill the request, the MIC will contact the responsible Regional Headquarters. The Region should then coordinate with the SMN to provide the IMET and resources. If the

request is filled by the local WFO, the responsible Region and the SMN should be notified of the dispatch as soon as possible.

2.4 IMET Dispatch Coordination and Notification. Since IMET dispatches are filled at the local, regional, or national level, coordination and notification are very important in maintaining a viable system of response.

a. IMETs must keep the MIC informed of their availability for on-site support.

b. MICs of WFOs with IMETs will report all IMET operational status changes immediately to the SMN in Boise and the appropriate Regional Program Manager. The WFO Boise senior forecaster will record this information when the SMN is not available.

c. Regional Headquarters will work with the SMN to ensure sufficient on-site capability. To help meet this requirement, Regional Program Managers should keep the SMN up-to-date on any known status changes of their region's IMETs.

d. When the SMN receives a request for an IMET dispatch, the request should be coordinated with the MIC and IMET, the affected Region, and NIFC logistics personnel. The SMN should also notify the Regions and MICs when fire danger activity is increasing over an area for which they are not responsible, but could impact their IMETs.

The SMN will maintain a status report of the condition and location of all AMRSs, ATMUs and IMETs and report that status to the regions and the NFWPM. This will include any change in WFO capabilities to meet IMET support services. The SMN will prepare an end of the year report summarizing IMET dispatches nationally and by Region. This report will be provided to Regional and National Headquarters annually.

2.5 Procedures for a Dispatch. Once a WFO receives a call for a dispatch and agrees to support the dispatch, the following procedure should be followed (this process is for a wildfire; the procedure may be similar for non-wildfire events):

a. The MIC will inform his/her Regional Program Manager and the SMN immediately if the request was filled at the WFO fire weather service area level. The WFO Boise senior forecaster will record this information when the SMN is not available.

b. The IMET should coordinate with the SMN and make sure an AMRS is available.

c. The IMET should get the proper documentation in order. He/she will obtain and/or complete the following:

(1) Overhead Resource Order from the requesting agency dispatch center or GACC

(2) Travel Order (local or regional blanket or new order each dispatch)
(3) Travel Itinerary from agency arranging travel (usually the GACC or dispatch center)

d. In almost all cases, the IMET will transport the AMRS to the fire. In rare cases where an AMRS is sent from a different location, the IMET will be responsible for tracking its transportation to the fire.

e. The IMET should prepare an initial briefing and then travel to the fire.

3. Incident Operations.

3.1 On-Site Procedures. The IMET should do the following upon arrival at a wildfire (each fire camp and its personnel may operate differently, so some variance to the procedure can be expected):

a. The IMET should coordinate with the WFO that has fire weather responsibility in the affected area as soon as possible. This coordination is best done by visiting the WFO on the way to the incident. If this is not possible, the IMET should call the local WFO as soon as possible after checking into the incident. Thereafter, the IMET should coordinate with the local WFO on a daily basis at a minimum (see section 3.2).

b. Upon arrival at the incident, the IMET should check in with payroll, meet the Plans Chief and FBAN to give a weather briefing and get his/her work assignment.

c. The IMET should coordinate with the FBAN and determine if additional support equipment should be ordered (e.g., FireRAWS, theodolite, etc.).

d. While at the incident, the IMET will obtain and/or complete the following:

(1) Crew Time Report for daily time keeping
(2) Emergency Fire Fighter Time Report (Red Dog) for payroll
(3) AMRS Operations Report
(4) AMRS Daily Weather Log
(5) AMRS and if needed, ATMU Maintenance checklist
(6) Other documentation as required by the incident

e. Forecast duties will vary with incident management team requirements, but the IMET should expect to provide daily weather forecasts for the incident, participate in shift briefings, planning and strategy meetings, and coordinate daily with the local WFO and/or with other IMETs at nearby incidents.

f. The IMET will set-up, operate, and maintain the AMRS. Directions for use of the equipment are contained in the IMET Handbook.

g. The IMET must keep his/her MIC and the SMN informed of his/her status while on the incident.

3.2 Coordination on Incidents. The IMET and local WFO/s should coordinate at least on a daily basis. The local WFO will coordinate with, or at least notify, the IMET of any significant weather threatening the site, and of any watches or warnings they plan to issue that include the incident or nearby areas. If the IMET is located at an incident without phone communication, the WFO should notify the local dispatch office of these types of critical conditions or forecasts, and the dispatch office should be encouraged to then notify the incident and/or IMET.

In cases of watch or warning issuances by the local WFO, the IMET should defer to the local office. However, in the absence of a watch or warning from the local WFO, the IMET has discretion to issue a watch or warning for the incident only. The IMET will coordinate with the local WFO, or in the absence of time, will notify the local WFO of any such issuances as soon as is practicable.

In instances of multiple IMETs dispatched to a single WFO fire weather service area, the Regions and the SMN should coordinate and determine the necessity for regularly scheduled conference calls. If conference calls are considered necessary, the Regions should assist the WFO MIC in setting up the calls. The calls should include the WFO forecasters, the IMETs, and the SMN. Other nearby WFOs and any IMETs in that WFO's service area may also be included in the call.

3.3 Hazardous Duty. Regulations governing hazard pay are described in the Code of Federal Regulations (5 CFR 550.901). Duty performed under circumstances that could contribute to an accident resulting in serious injury or death is considered hazardous. However, hazard pay is not authorized for duty entered into voluntarily.

3.3.1 Hazard Pay. An IMET may receive hazard pay differential when he/she is required to perform duties associated with responsibilities of the IMET in the immediate vicinity of the fire line. Examples of these duties include:

- Visiting the fire line to conduct a reconnaissance of the terrain (in order to become familiar with the topography that may influence the microclimate and behavior of the fire),
- Assisting the Fire Behavior Analyst (FBAN) or RAWS technicians in siting portable weather observation stations (FireRAWS).

The IMET must receive permission from the FBAN, Plans Section Chief (PSC), or Incident Commander (IC) to visit the fire line. The IMET must be accompanied by fire line certified agency personnel when traveling to the fire line.

The PSC or IC has final authority for approving hazard pay differential for IMETs. When authorized, the IMET will enter hazard pay differential on incident time and attendance records (red dog) and gain approval by signature of the PSC. Upon return, the IMET's NWS supervisor will annotate the NWS employee's time and attendance records and attach a copy of the incident

time sheet. In addition, the hazard pay hours must be separated from the overtime hours and added to the reimbursable form for payment by the fire.

3.3.2 Non-Hazard Situations. IMETs should not expect to perform activities routinely that are "hazardous" and qualify for hazard pay (i.e., daily trips to the fire line are not required and will be considered routine and voluntary). It has also been determined that aircraft reconnaissance, while desirable, is not required and will be considered voluntary for NWS personnel.

3.4 Duration of Dispatches. The amount of time an IMET will be needed on an incident varies, ranging from a few days to several weeks. As a matter of safety, length of individual IMET dispatches, and hours worked per day, will mirror national wildland firefighter policy as set forth in the National Interagency Mobilization Guide by the firefighting agencies at NIFC. Dispatches and length of workdays may be shorter, as conditions warrant. Dispatches and length of workdays may be longer, with approval from the Incident Commander and the SMN.

4. Release from an Incident. When a fire is declared contained or controlled, the IMET should assess, in conjunction with the Fire Behavior Analyst (FBAN) and Plans Section Chief (PSC), the time requirement for further on-site weather support. The IMET will then relay a tentative time of release to his or her home office, the SMN, and to the Regional Program Manager. Release from an incident must be fully coordinated with the incident management team.

The SMN will coordinate the rotation of IMETs to fires exceeding two weeks. There should be a 1 to 2 day overlap between the departing IMET and his or her replacement. The outgoing IMET is responsible for briefing the replacement IMET, ensuring that he or she is fully integrated into the incident command system.

A departing IMET will follow the proper demobilization procedures (as stated in the National Interagency Mobilization Guide), coordinating his or her release and transportation with the incident management officials, which may include the FBAN, PSC, and the Incident Commander.

4.1 AMRS Release. Upon release from a contained or controlled fire, the IMET will be responsible for disassembling and packing the AMRS, and returning the unit to its assigned WFO location. In most cases, this location will be the IMET's home WFO.

If an IMET uses an AMRS that is not issued to him/her, the IMET will complete the AMRS Maintenance Checklist and place it in the AMRS container where the office responsible for its care can find it. This information should also be noted in the AMRS Operations Report.

4.2 ATMU Release. If an ATMU (theodolite unit) has been ordered for a fire, then upon release from a contained or controlled fire, the IMET will be responsible for disassembling and packing the ATMU and returning the unit to it's assigned cache. In most cases, this will be done by returning the ATMU to the supply unit on the fire, but in some rare cases, if the IMET has driven to the fire, he/she may drive the ATMU back to a cache.

The IMET will complete the ATMU Maintenance Checklist and replace it in the ATMU container where the office responsible for its care can find it. This information should also be noted in the AMRS Operations Report.

4.3 Post-Dispatch Documentation. The IMET will document the dispatch using the appropriate forms. Most of the administrative paperwork is accomplished by the IMET upon return to his/her home office. The MIC will allow the IMET sufficient time (normally 1 full working day) to complete post-incident administrative duties.

Upon returning from an incident, the IMET will complete the following:

- Travel Voucher
- Time and Attendance Reports
- Report of Reimbursable Expenses

Copies of paperwork will be distributed as follows:

- Administrative Support Center (ASC)
    - Travel voucher (original) with copies of receipts
    - Travel order (copy)
- Regional Program Manager
    - Travel voucher (copy) with copies of receipts
    - Travel order (copy)
    - Report of Reimbursable Expenses (original) with copies of Time Report (Red Dog), Resource Order
    - AMRS Operations Report (copy)
    - AMRS Daily Weather Log (copy)
- Staff Meteorologist to NIFC (SMN)
    - AMRS Operations Report (copy)
    - AMRS Daily Weather Log (copy)
- Meteorologist-in-Charge (MIC)
    - AMRS Operations Report (copy)
    - AMRS Daily Weather Log (copy)
- Local office
    - Travel voucher (copy) with copies of receipts

- Travel order (copy)
- Time and attendance reports with copies of Emergency Fire Fighter Time Report (Red Dog)
- Report of Reimbursable Expenses (copy)

Additionally, the IMET should send copies of all fire forecasts, watches and warnings, and the daily weather log to the WFO in whose area the associated fire command center was located. This WFO will archive these data for at least five years.

The IMET should keep copies of all paperwork. Paperwork should be retained on-station for at least five years.

The MIC of the dispatched IMET will ensure the IMETs T&A and fire reimbursable documentation covering time spent on a wildfire is properly encoded. The MIC will submit financial reimbursable documents for IMET and WFO staff overtime and other direct fire incident expenses to the Regional Program Manager.

The Regions will ensure appropriate financial documents are filed with NOAA's Office of the Comptroller, Operations Section, in order to recover reimbursable expenses from customers.

Appendix A - IMET Taskbook

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM

TASK BOOK FOR THE POSITION OF NATIONAL WEATHER SERVICE

INCIDENT METEOROLOGIST

(POSITION PERFORMANCE ON A WILDLAND OR PRESCRIBED FIRE ASSIGNMENT REQUIRED)

January 2003

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER

TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The Individual Trainee: is a certified National Weather Service (NWS) forecaster who has successfully completed S-290, NFDRS, S-591, routinely provides fire weather forecasts/briefings, and has a knowledge and familiarization of S-490.

The material contained in this book accurately defines the performance expected of the position for which it was developed. This position task book is modeled after the National Wildfire Coordinating Group's task book publication system, and is approved for use by NWS Western Region Headquarters as a position qualification document.

NATIONAL WEATHER SERVICE
POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a certified NWS IMET, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions also require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland and Prescribed Fire Qualification Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Local Office** is responsible for:

    - Selecting trainees based on the needs of the local Weather Forecast Office (WFO) and the Regional Headquarters
    - Issuing PTBs to document task performance.
    - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
    - Providing opportunities for evaluation and/or making the trainee available for evaluation.
    - Providing an evaluator for local assignments.
    - Tracking progress of the trainee.
    - Confirming PTB completion.
    - The office Meteorologist-In-Charge (MIC) will sign the NWS certification statement inside the front cover of the PTB, as the certifying official, when all tasks have been initialed and the trainee is recommended by the evaluator for certification.
    - Provides documentation and proof of IMET certification.

2. The **Individual** is responsible for:

    - Reviewing and understanding instructions in the PTB.
    - Identifying desired objectives/goals.
    - Providing background information to an evaluator.

- Checking in with Training Specialist at incident and completing necessary forms where appropriate.
- Satisfactorily demonstrating completion of all tasks for the assigned position.
- Assuring the Evaluation Record is complete.
- Notifying local MIC when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

- Being certified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of this PTB.
- Signing the final evaluator's verification statement inside the front cover of the PTB when all tasks have been initialed and the trainee is recommended for certification.

4. The **Staff Meteorologist to NIFC (SMN) or Regional Fire Weather Program Leader** is responsible for:

- Identifying incident training opportunities.
- Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
- Providing PTBs to approved trainees on the incident when local WFO was unable to provide them.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
- The Regional Program Leader may sign the final evaluator's verification statement inside the front cover of the PTB when all tasks have been initialed and the trainee is recommended for certification.

INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address and phone: Self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD**:**

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass Group	1. Short Grass (1 foot)	**Timber Group**	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	**Slash Group**	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME _____ **TRAINEE POSITION** _____

#1	Evaluator's name: Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations:_____

_____

Date:_____ Evaluator's initials:_____Evaluator's relevant red card (or agency certification) rating:_____

#2	Evaluator's name: Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations:_____

_____

Date:_____ Evaluator's initials:_____Evaluator's relevant red card (or agency certification) rating:_____

Evaluation Record
(Continuation Sheet)

TRAINEE NAME _____ **TRAINEE POSITION** _____

#3	Evaluator's name: Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		

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Recommendations:_____

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Date:_____ **Evaluator's initials:**_____**Evaluator's relevant red card (or agency certification) rating:**_____

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Evaluator's home unit address & phone:

Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
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QUALIFICATION RECORD

POSITION: INCIDENT METEOROLOGIST

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
GENERAL - DATA ACQUISITION			
1. Demonstrate skill in acquiring weather and fire behavior/danger data using a computer and associated fire weather software. • Remote access to the Internet, Bulletin Board Systems (BBS), Weather Information Management System (WIMS), the Wildland Fire Assessment System (WFAS), or National Weather Service Offices. • Request and display satellite pictures, radar data and forecast weather maps. • Display and analyze upper air radiosonde data. • Request and display National Fire Danger Rating and RAWS (Remote Automatic Weather Station) data. • Be proficient with fire weather software available on the fire weather computer.	O		
2. Demonstrate knowledge of AMRS (All Hazards Meteorological Response System) components and proficiency in AMRS set up. • Assembly and alignment of satellite dish. • Connect satellite dish to PC and download data without use of phone lines. • Align theodolite and track weather balloon. • Compute winds aloft using angles read from theodolite. • Demonstrate proper use of the belt weather kit. • Properly repack AMRS and complete AMRS equipment checklist.	O		

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/R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.
RX = task must be performed on a prescribed fire incident

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. Demonstrate knowledge of FireRAWS components and proficiency in FireRAWS set up. • Determine a representative site for the FireRAWS and initialize operation. • Retrieve current weather observations via radio, and if available, on the internet. • Retrieve archived weather data using a laptop computer and display.	O		
MOBILIZATION 4. Obtain complete information from dispatch and make all necessary contacts to facilitate mobilization of AMRS and IMET. Prior to dispatch to the incident, make the following contacts and obtain the appropriate information: • Incident name/order number. • IMET Overhead request number. • ATMU (theodolite) Equipment request number. • Reporting location. • Reporting time. • Transportation arrangements for meteorologist and equipment. • Names of Incident Commander (IC), Planning Section Chief (PSC), and Fire Behavior Analyst (FBAN). • Check if helium has been ordered. • Prepare NWS Travel Authorization. • Notify requesting agency of estimated time of arrival at incident.	O		
5. Gather past, present and forecast weather information and prepare to give initial weather briefing upon arrival at incident.	O		

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TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
INCIDENT ACTIVITIES 6. Incident arrival and check in. Arrives properly equipped at assigned location within acceptable time limits. Checks in according to agency guidelines. • Acquire and organize adequate work area. • Acquire communications equipment: radio, telephones, data communication equipment, and operator. • Organize pertinent information in a manner which facilitates effective fire weather analysis.	I		
7. Begin Unit Log. Initiate chronological log of all major activities. Log should be legible and kept current. Maintain ICS Form 214 (Unit Log) with major activities if required.	I		
8. Meet with FBAN (if one is assigned) and/or check in with the Planning Section. The IMET should obtain and/or provide the following information during his/her initial contact with the FBAN or Planning Section. • Provide initial weather briefing based on information brought to incident. • Determine fire origin, current status. • Discuss past weather on the fire. • Determine major concerns and objectives of the Incident Management Team (IMT) in which weather could be a factor. • Determine meeting schedules, briefing times, and forecast requirements and deadlines.	W		

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9. Set up AMRS. Work with the FBAN and/or Planning Section Chief to secure adequate work area and shelter for the AMRS and meteorologist. • Set up and ensure all components for data acquisition are operating properly.	I		
10. Organize operations. Work with FBAN to accomplish the following: • Obtain topographic maps of the area. • Determine location and availability of nearest NFDRS weather stations. • Determine availability of supplementary manual or automated (RAWS) weather observations from nearby stations or lookouts. • Discuss area weather with local land management personnel. • Determine availability and order FireRAWS. • Determine location for and setup FireRAWS. • Order helium for pibals if required. • Survey the fire area. This may include a visit to the fireline, helicopter overflight etc, if required.	W		
11. Establish an observation network. • With the coordination of the FBAN, utilize fire personnel with belt weather kits to establish an observation network in the fire area.	W		

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TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. Prepare fire weather forecasts. • Organize and analyze all available information to produce accurate micro-scale forecasts. • Ensure the fire weather forecast is included in the Incident Action Plan (IAP). • Coordinate forecast with local fire weather products and other IMETS in the vicinity. • Provide weather information to Situation Unit for use in ICS Form 209.	W		
13. Provide fire weather forecast to FBAN for input into the Fire Behavior Forecasts. • Work with the FBAN as he/she prepares the fire behavior forecast. • Resolve any problems or questions in which weather is a key element. • Support other personnel (Logistics, Safety, Air Operations, Fire Information) with weather information as requested.	W		
14. Present weather briefings at times determined by the IMT. • All briefings (strategy, operational period, etc.) should be tailored to the target audience, focusing on weather elements critical to operations. • Simple visual aids should be used when appropriate.	W/ RX		
15. Maintain verification records. The IMET will work with the FBAN and solicit feedback concerning: • the accuracy of weather predictions, • weather observations from the fireline, • progress of control operations, and • identification of problem areas of the fire that may need extra detail in future forecasts.	W		

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16. Continuously monitor the weather. • As needed, update forecast as soon as possible. • Coordinate changes with FBAN and operations. • Provide weather updates to Communications for transmission to fireline personnel.	W		
17. Prepare Documentation. • Organize all materials assembled during incident (weather maps/charts, radiosonde/winds aloft data, weather observations, weather forecasts/ updates, etc.) and place in protective box or folder. • Prepare a Fire Weather Summary outlining how the weather affected the incident. • Coordinate with FBAN weather materials to be included in incident documentation package.	I		
18. Replacement IMET • Work at least one operational period with replacement IMET (when required). • Before leaving the incident, brief replacement IMET on all aspects of the incident history, weather, established forecast and briefing schedules, facilities and personnel (when required).	/R		
DEMOBILIZATION 19. Demobilization and check-out. • Receive demobilization instructions from the FBAN or PSC. • Coordinate with FBAN and PSC to resolve questions or problems concerning release of IMET.	I		

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20. Ensure that incident and agency demobilization procedures are followed. If required, complete ICS Form 221 (Demobilization Check Out) and turn in to the appropriate person. Upon official release: • Ensure that the Home Unit is aware of the release. IMETS should notify the MIC, SMN and their Regional Office of the release. • Repack the AMRS and arrange with logistics for return of the ATMU to the appropriate cache location. • Include a list of needed supplies and documentation of any hardware problems.	I		
POST INCIDENT ACTIVITIES 21. Complete NWS required reports and associated paperwork upon return to the office. • Maintain copies of Incident forecasts, observations, forecast material, operations log, AMRS Report, and expense reports at the local Home Unit. • Complete AMRS Report and the Reimbursable Expense Report. Send originals to the appropriate NWS Regional Office with copies to the SMN at NIFC.	O		

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